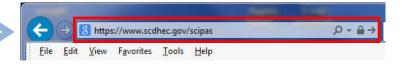
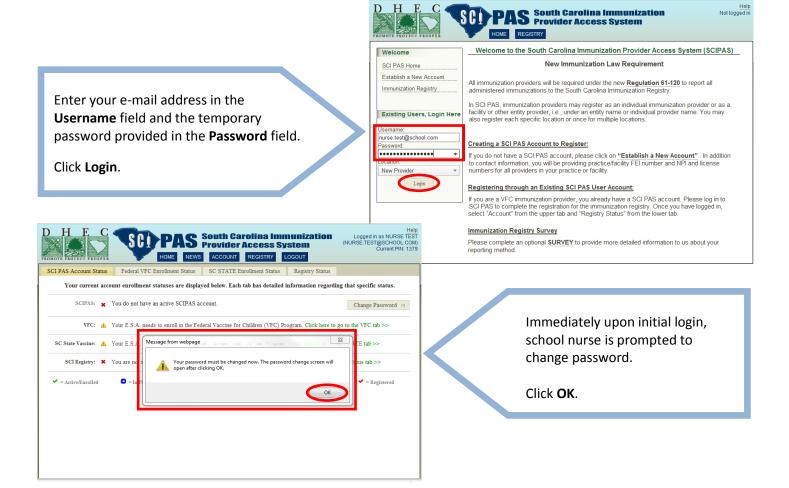


The South Carolina Immunization Registry (SCI Registry) is located within the South Carolina Immunization Provider Access System (SCI PAS) portal.

In your internet browser, enter https://www.scdhec.gov/scipas. Once the SCI PAS webpage appears, bookmark the page for quick access in the future.



INITIAL LOGIN PROCESS

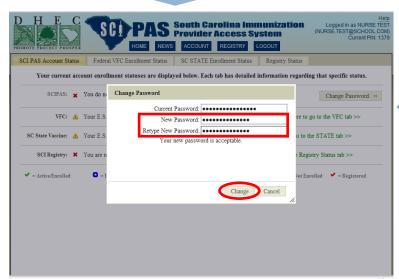


First, enter the temporary password in the **Current Password** field.

Enter **New Password** twice. Password must be at least 8 characters long and include:

- Uppercase letter
- Lowercase letter
- Symbol
- Number (minimum of 2)





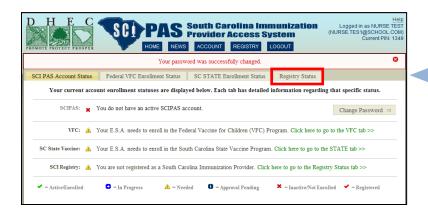
The Change button will not activate until the new password meets agency password requirements.

When password has been entered twice and meets agency password requirements, click **Change**.

Window appears confirming password changed. Click **OK**.

Keep your password documented in a safe and secure place!



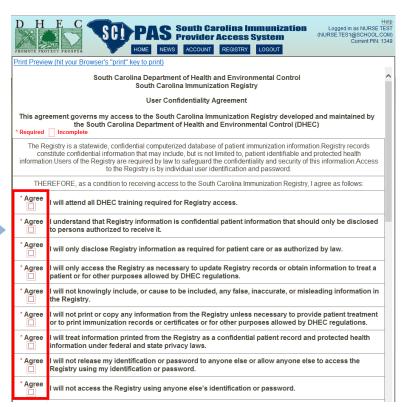


Click on **Registry Status** tab.

School nurse must complete the User Confidentiality Agreement (DHEC 0869). Click on **Form DHEC 0869**.

School nurse must read and agree with all of the elements contained in the User Confidentiality Agreement (DHEC 0869). School nurse will acknowledge agreement by checking the Agree box for each of elements.





After checking all of the Agree boxes, provide the answer to ONE of the Challenge questions:

- **High School**
- Pet's Name
- City of Birth

The last step is your electronic signature. Please enter your e-mail address as your electronic signature.

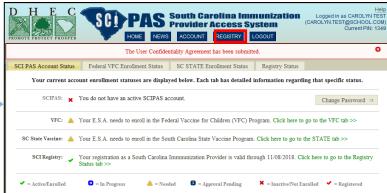
Click Submit.

After successfully completing the User

Click on the upper Registry tab.

Confidentiality Agreement, access is immediately granted to SCI Registry.

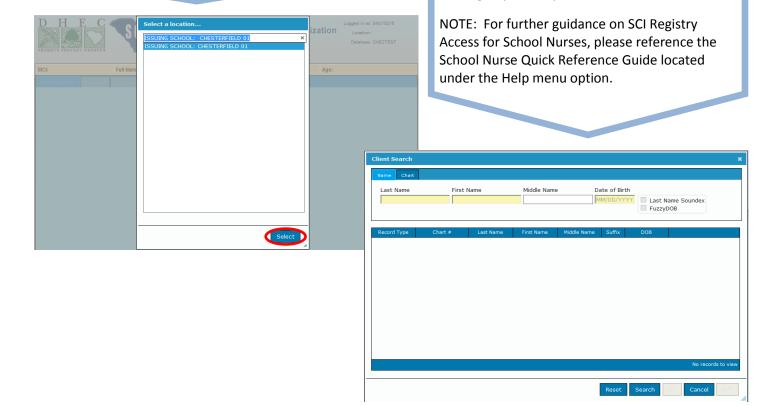
I understand that my access to Registry may be monitored by DHEC to ensure compliance with this I understand that DHEC may suspend or terminate my access to the Registry if I fail to access the Registry for (30) days. 'Agree ✓ I will not compile any aggregate data or statistics from Registry unless expressly authorized in writing by the Director of the DHEC Immunization Division or his/her designee I will contact the DHEC Immunization Division at 1-866-439-4082 if I have any questions about Agree accessing or using Registry information. I understand that Registry access is a privilege, not a right, and that DHEC can terminate access if I violate any of these conditions. Agree I understand that misuse of the Registry or disclosure of Registry information in violation of this Agreement and federal and state privacy laws may also result in civil and/or criminal prosecution, Agree I understand that my obligations under this Agreement will continue after termination of my ANSWER one of the following "Challenge" questions listed below High School Chesterfield By signing this Agreement, I agree that I have read, understand, and will comply with the conditions outlined in this Agreement. I agree to protect the security and confidentiality of the South Carolina Immunization Registry, and understand the consequences if I violate the terms of this Agreement. * Enter your e-mail address as your electronic signature: nurse.test@school.com The entire form is completed, click submit when ready. DHEC will not review forms until they have been submitted. Please be sure to fully complete and exit any entry boxes, check boxes, etc. to enable the Submit button. DHEC 0869 (Rev. 3/06/2013)



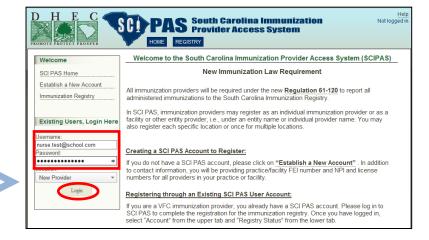
Immunization Registry The User Confidentiality Agreement has been submitted SCI PAS Home Launch Registry Application In May 2013, the South Carolina General Assembly approved Regulation 61-120, Selected Location: implementing a mandatory S.C. Immunization Registry All immunization providers will be required under the law to report all administered immunizations. Mandatory reporting will be phased-in over three years beginning January 1, 2014, following an age-based, implementation schedule outlined in the regulation. As of January 1, 2017, all immunizations administered in S.C. must be reported to the statewide immunization registry.

Select Launch Registry Application.

The "Select a location..." window will appear with the school nurse's district highlighted. Click **Select**.



SUBSEQUENT LOGIN PROCESS



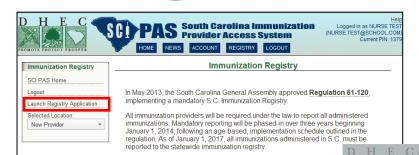
SCI Registry is ready for a student search.

Enter **Username** (your e-mail address) and **Password** (school nurse created password). Click **Login**.

Select: Immunization Registry
OR
Registry tab.

Select Launch Registry Application.





The "Select a location..." window will appear with the school nurse's district highlighted. Click **Select**.

SCI Registry is ready for a student search.

NOTE: For further guidance on SCI Registry Access for School Nurses, please reference the School Nurse Quick Reference Guide located under the Help menu option.

